**For the Surveyor:**

Work with the Point-in-Time Agency/Volunteer Lead person to discuss safety precautions prior to conducting the surveys. Volunteers should follow guidelines that align closest with agencies that are serving those experiencing homelessness. When outdoors, maintain safe social distancing and be sure to review language in the script in advance to discuss with survey participants.

**Make sure:**

* **If** participating in and Unsheltered Count, review the “Interim Guidance on Unsheltered Homelessness and Coronavirus Disease (COVID-19) for Homeless Service Providers and Local Officials” via the Center for Disease Control (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/unsheltered-homelessness.html>
* **Know** your Covid-19 “Community-Level”: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html> and when high be sure to follow cdc instructions per the above website.
* **The** space offers privacy for the participant (If it’s an open space and client isn’t comfortable in the exact spot you’re approaching them, suggest moving to a location that is more comfortable for them, while still within eyesight of team members.)
* **Prior** to conducting surveys, develop a safety plan with the PIT Lead/team members. This might include but is not limited to:
	+ Coded language to use with staff/other surveyors if you’re feeling unsafe.
	+ Excusing yourself from the survey to check-in with a staff or lead members.

**Familiarize yourself with the following language to begin the survey. Any text in bold below is a prompt for you, the surveyor:**

1. **Introduce yourself: “**Hello, I’m **(insert name)** with the **BoS CoC** (Colorado Balance of State Continuum of Care) and **(local lead organization/regions name)”.**
2. We are taking the following **safety precautions due to the Covid-19 Pandemic**:
	1. List agreed on outdoor/indoor CDC safety protocols here
3. **Confirm Homelessness:** Are you/have you been experiencing homelessness? *(Sleeping in emergency shelter, transitional housing, on the streets, in abandoned buildings, vehicles, tents, etc.)*?
4. **Confirm they have not already taken a survey.** Has anyone else asked you to do a survey about your current experience of homelessness?

If the **person/household is not living in Emergency Shelter/Transitional Housing or has not been living on the streets or in a place not meant for human habitation** —- discontinue survey and offer pre-determined resources/next steps worked out with your PIT Lead.

**If the person/household is staying in Emergency Shelter/Transitional Housing, living in a place not meant for human habitation, and has not completed a survey already continue…**

* **Sheltered Survey:** Use this survey for anyone staying in an Emergency Shelter or Transitional Housing Program.
* **Unsheltered Survey:** Use this survey for anyone staying on the streets or in a place not meant for human habitation.

**Complete Intro & Explain Privacy:** I have a quick survey I’d like to complete with you and it shouldn’t take more than 10 minutes. I’ll ask questions about where you’re **staying tonight / stayed last night** and some other questions that will help us understand the reasons you’re experiencing homelessness right now.

Your privacy is important to us so the questions are confidential. We only take some of your personal information to help us make sure we’re not duplicating your survey, but the information we take isn’t able to identify you to anyone else. **(We’ll ask things like the first three letters of your first and last name, age, along with questions about your gender, race and family makeup).** Would you be okay with me asking these questions?

1. **Begin Survey**